

CHECKLIST FOR UNIT REENLISTMENT ACTIVITIES

(FORSCOM Reg 601-68)

COMPANY INSPECTED	DATE
COMMANDER/RETENTION OFFICER	DATE ASSIGNED
REENLISTMENT NCO	DATE ASSIGNED

SECTION A - ADMINISTRATIVE ITEMS

ITEMS	YES	NO
1. Is the unit retention office adequate and does it provide privacy?		
2. Is the unit retention office suitably identified?		
3. Is the company reenlistment NCO been appointed in writing?		
4. Is the company reenlistment NCO fully qualified for reenlistment without waiver and meet the general selection criteria of Appendix B-2, AR 601-280? Average length of assignment of company reenlistment NCO is _____ months and _____ years.		
5. Has a retention incentive program, recognizing soldiers who either reenlist, enlist/transfer into a RC unit, or participate in the BEAR or other special programs, been announced in writing and implemented by the current commander?		
6. Is the unit maintaining complete statistics on the AC/RC Retention Program for previous and current fiscal years using pages 5 and 6 of this form?		
7. Are the AR 601-280 and FORSCOM MOI UP AR 601-280 current and available at the company retention office?		
8. Are missing regulations and changes on current requisitions? Date of requisition: _____		
9. Does the company reenlistment NCO have an established system for tracking bars to reenlistment?		
10. Are bars to reenlistment being reviewed in a timely manner?		
11. Does the unit receive retention objectives/statistics from higher HQ?		

SECTION B - REENLISTMENT CARD FILE

ITEMS	YES	NO
1. Is the Reenlistment Card File established IAW AR 601-280, para 11-3?		
2. Is there a "Status of DA Form 1315" card on file and is it up to date?		
3. Has the commander monitored the company program, inspected the Reenlistment Data Card file monthly, and annotated the "Record of Inspection" card?		
4. Has the Career Counselor inspected the Reenlistment Data Card File quarterly and annotated the "Record of Inspection" card?		
5. Are copies of all inspections conducted provided to the company for corrective action, filed in the card box, and being retained for 12 months?		
6. Are entries on the Reenlistment Data Cards current/correct?		
7. Are "Eligible/Recommended" blocks properly checked and initialed by the commander?		
8. Are Reenlistment Data Cards for ineligible soldiers properly annotated to reflect that they have been informed and initialed by the commander?		
9. Has the commander interviewed all soldiers 60-90 days after assignment?		
10. Has the commander interviewed all soldiers during the period 11-12 months prior to ETS?		
11. Has the Career Counselor interviewed all soldiers 9-10 months prior to ETS?		
12. Has the Career Counselor interviewed all soldiers 4 months prior to ETS?		
13. Has the RC Career Counselor interviewed all soldiers NLT 90 days prior to ETS?		

SECTION C - UNIT REENLISTMENT PUBLICITY

ITEMS	YES	NO
1. Does the unit receive Reenlistment Publicity Items (RPI) from higher HQ?		
2. Are reenlistment posters and displays featured in all locations frequented by enlisted soldiers?		
3. Is the company maintaining a Unit Retention Bulletin Board complete with updated information on SRBs, BEAR, incentive and special programs, etc.?		

SECTION D - UNIT REENLISTMENT NCO		
ITEMS	YES	NO
1. Is the company reenlistment NCO familiar with the basic qualifications for retention under provisions of Chap 3, AR 601-280?		
2. Is the company reenlistment NCO familiar with the procedures involving:		
a. Lost Time? (Chap 3, AR 601-280)		
b. Overweight? (AR 600-9 and AR 601-280)		
c. Extension? (Chap 4, AR 601-280)		
d. Reenlistment Interviews? (App C, AR 601-280)		
e. Bars to reenlistment? (Chap 8, AR 601-280)		
f. BEAR Program? (Chap 6, AR 601-280)		
g. Waivers? (Chap 3, AR 601-280)		
h. Selective Reenlistment Bonus? (Chap 5, AR 601-280)		
i. Special Programs? (i.e. Green to Gold, USMAPS, ERP, Cdr Ovrde)		
j. DCSS? (Chap 4, AR 601-280)		
k. Reenlistment Options? (Chap 4 and App E, AR 601-280)		
l. RC Retention Program? (Chap 7, AR 601-280)		
m. Updating ERUP code? (Chap 2, para 2-2i(3), AR 601-280)		
3. Is the company reenlistment NCO familiar with the procedures to schedule soldiers for transition interviews?		
SECTION E - COMMANDER		
ITEMS	YES	NO
1. Has company commander received an orientation by the Battalion (higher Hqs) Retention Office?		
2. Is the company commander familiar with the following reenlistment procedures:		
a. Lost Time? (Chap 3, AR 601-280)		
b. Overweight Program? (AR 600-9 and AR 601-280)		
c. Extension? (Chap 4, AR 601-280)		
d. Reenlistment Interviews? (App C, AR 601-280)		
e. Bars to reenlistment? (Chap 8, AR 601-280)		
f. Selective Reenlistment Bonus? (Chap 5, AR 601-280)		
g. Reenlistment Options? (Chap 4 and App E, AR 601-280)		
h. BEAR Program? (Chap 6, AR 601-280)		
i. Waivers? (Chap 3, AR 601-280)		
j. DCSS? (Chap 4, AR 601-280)		
3. Does the unit commander:		
a. Maintain a copy of current eligibility roster?		
b. Know the eligibility window for reenlistment? (Chap 3, AR 601-280)		
c. Understand the impact of incorrect ERUP codes? (AR 680-29)		
d. Have a working knowledge of the RC Retention Program?		
e. Encourage and refer soldiers declining reenlistment to the RC Career Counselor for required Reserve Components counseling?		
f. Provide the company reenlistment NCO sufficient time to carry out reenlistment functions?		
4. Does the overall company reenlistment program reflect command involvement/support?		

SECTION F - ATTAINMENT OF OBJECTIVE

	Initial	Mid Career	Reserve Component
1. Quarter Mission.			
a. Assigned			
b. Accomplished			
c. Percentage			
2. Year-To-Date Mission.			
a. Assigned			
b. Accomplished			
c. Percentage			

SECTION G - RECURRING DEFICIENCIES

(List deficiencies noted during previous inspections which have not been corrected.)

SECTION H - EVALUATION OF REENLISTMENT PROGRAM

1. REMARKS

2. RECOMMENDATIONS

☐

COMMENDABLE

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SATISFACTORY

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UNSATISFACTORY

SECTION I - AUTHENTICATION
(Individual Conducting Inspection)

NAME

GRADE

TITLE

ORGANIZATION